

# **STATE PERSONNEL BOARD CALENDAR**



**DECEMBER 18, 2007**

**SACRAMENTO**

**State of California**

**Memorandum**

**DATE:** December 7, 2007

**TO:** ALL INTERESTED PARTIES

**FROM:** STATE PERSONNEL BOARD – Executive Office

**SUBJECT:** Notice and Agenda for the **December 18, 2007**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on December 18, 2007, at the offices of the State Personnel Board, located at 801 Capitol Mall, Sacramento, California, 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item. Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the December 18, 2007, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429, TDD (916) 654-2360, or the Internet at:  
<http://www.spb.ca.gov/about/board/agenda/index.htm>.

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in cursive script, appearing to read "A. Partington".

April Partington  
Secretariat's Office

Attachment



**CALIFORNIA STATE PERSONNEL BOARD**

801 Capitol Mall • Sacramento, California 95814 • [www.spb.ca.gov](http://www.spb.ca.gov)

ARNOLD SCHWARZENEGGER, Governor



**CALIFORNIA STATE PERSONNEL BOARD MEETING<sup>1</sup>**

801 Capitol Mall  
Sacramento, California

Public Session Location – 801 Capitol Mall  
Sacramento, CA 95814

Closed Session Location – 801 Capitol Mall  
Sacramento, CA 95814

**MID-MONTH BOARD MEETING – DECEMBER 18, 2007**

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<sup>1</sup> Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

**FULL MONTH BOARD MEETING AGENDA<sup>2</sup>**

**December 18, 2007**  
9:00 a.m. – 10:15 a.m.  
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(9:00 a.m. – 9:30 a.m.)**

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER – Suzanne M. Ambrose**
- 3. REPORT OF THE CHIEF COUNSEL – Elise Rose**
- 4. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

- 5. REPORT ON LEGISLATION – Sherry Evans**

The Board may be asked to adopt a position with respect to the bills listed on the attached legislation memorandum.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(9:30 a.m. – 9:45 a.m.)**

- 6. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

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<sup>2</sup> The Agenda for the Board Meetings can be obtained at the following internet address:  
<http://www.spb.ca.gov/calendar.htm>

**7. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (c) (3), and 18653.]

**8. PENDING LITIGATION**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code sections 11126(e)(1) and 18653.]

Patrick McCollum v. State of California  
United States District Court, Northern District of California  
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.  
Case No. C01-1351 THE

Colocousis, et al. v. State Personnel Board, et al.  
Sacramento Superior Court Case No. 07CS00461

**9. RECOMMENDATIONS TO THE LEGISLATURE**

Deliberations on recommendations to the legislature. [Government Code section 18653.]

**10. RECOMMENDATIONS TO THE GOVERNOR**

Deliberations on recommendations to the Governor. [Government Code section 18653.]

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(9:45 a.m. – 10:00 a.m.)**

**11. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULE OF JANUARY 7-8, 2008, IN SACRAMENTO, CALIFORNIA**

**BOARD ACTIONS:**

**12. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF NOVEMBER 20, 2007**

**13. EVIDENTIARY CASES - (See Case Listings on Pages 9-14)**

- 14. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION** - (See Agenda on Pages 20-21)
- 15. **NON-EVIDENTIARY CASES** - (See Case Listings on Pages 14-19)
- 16. **NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

**A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**CALIFORNIA STATE TEACHERS RETIREMENT SYSTEM (CALSTRS)**

The California State Teachers Retirement System (CalSTRS) is proposing the establishment of a new classification titled Investment Operations Director, CalSTRS, with a 12 month probationary period.

**DEPARTMENT OF WATER RESOURCES (DWR)**

The Department of Water Resources (DWR) is proposing the establishment of two new classifications titled Planner/Scheduler I and II, DWR, with 12 month probationary periods and reallocation of specific existing employees.

**PROPOSED CORRECTION TO THE ALTERNATE RANGE CRITERIA 11, RANGE 7**

The Department of Personnel Administration is proposing a board item to correct classification titles, which were typed incorrectly in the original board item adopted on November 20, 2007.

**PROPOSED CORRECTION TO VARIOUS CLASSES – BARGAINING UNIT 07**

The Department of Personnel Administration is proposing a board item to correct classification titles, which were typed incorrectly in the original board item adopted on November 20, 2007.

- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD** propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

**NONE**

**17. STAFF CALENDAR ITEMS FOR BOARD INFORMATION**

**NONE**

**18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY**

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Operations Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under

consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

**A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION**

**CHIEF, MANAGEMENT AND STAFF SERVICES BRANCH,  
DEPARTMENT OF SOCIAL SERVICES (DSS)**

The Department of Social Services proposes to allocate the above position to the CEA category. The Chief is responsible for a variety of support services to all units in the department. The services, as well as the policies necessary to implement them include regulations development, administrative services, public inquiry and response, coordination of all internal and external audits and the administration of the federal and state mandated disaster and emergency response/recovery programs delegated to DSS. Additionally, the Chief plans, organizes, and directs the work of three bureaus in the branch: the Administrative Services Bureau, the Disaster and Client Services Bureau, and the Business Services Bureau.

**DEPUTY DIRECTOR, ADMINISTRATION DIVISION, LEGISLATIVE  
COUNSEL BUREAU**

The Office of the Legislative Counsel proposes to allocate the above position to the CEA category. This position is responsible for the overall management and operations of the Administration Division in the areas of accounting, budgeting, business services, communications management, facilities management, fiscal analysis, human resources, and management analysis. As a member of the executive management team, this position participates in the development, implementation, and evaluation of agency policies and procedures. This position establishes and attains the agency's goals and objectives developed to achieve its mission and vision through subordinate staff.



**DEPUTY PROJECT DIRECTOR, WORKFORCE MANAGEMENT HR  
MODERNIZATION PROJECT, DEPARTMENT OF PERSONNEL  
ADMINISTRATION**

The Department of Personnel Administration proposes to allocate the above position to the CEA category. This position is a member of the HR Modernization Project responsible for workforce planning, performance management, and training. Policy decisions will have significant statewide impact. Specific areas of major policy and program development include a significant role in developing and implementing statewide policy for civil service reform.

**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO  
ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**DIRECTOR, WATER QUALITY DATA PROGRAMS**

The State Water Resources Control Board's request to allocate the above position has been approved November 30, 2007.

**ASSISTANT DIRECTOR, CLIMATE CHANGE INITIATIVES**

The California Energy Commission's request to allocate the above position has been approved effective November 30, 2007.

**ASSISTANT CHIEF COUNSEL, LEGAL AFFAIRS DIVISION**

The Board of Equalization's request to allocate the above position has been approved November 30, 2007.

**ASSISTANT CHIEF COUNSEL, TAX & FEE PROGRAMS DIVISION**

The Board of Equalization's request to allocate the above position has been approved November 30, 2007.

**DIRECTOR OF HEALTH INFORMATICS**

The Department of Veterans Affairs' request to allocate the above position has been approved November 30, 2007.

**CHIEF INFORMATION SECURITY OFFICER**

The Department of Transportation's request to allocate the above position has been approved November 30, 2007.

**CHIEF, DIVISION OF STAFF DEVELOPMENT AND STRATEGIC  
PLANNING**

The Department of Transportation's request to allocate the above position has been approved November 30, 2007.

**19. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

**20. WRITTEN STAFF REPORT FOR BOARD INFORMATION**

**NONE**

**21. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY**

**22. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Pages 18-19)**

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

**A D J O U R N M E N T**

### 13. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

#### A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

##### (1) **CASE NO. 05-1007EA**

Appeal from denial of discrimination complaint

**Classification:** Outside contractor

**Department:** Department of Transportation

Proposed decision rejected December 19, 2006.

Pending oral argument April 3, 2007, Sacramento.

Oral argument continued.

Oral argument heard July 10, 2007, Sacramento.

Case ready for decision by FULL Board.

##### (2) **CASE NO. 06-3014PA**

Appeal from official reprimand

**Classification:** Correctional Sergeant

**Department:** Department of Corrections and Rehabilitation

Petition for rehearing granted July 10, 2007.

Transcript prepared.

Pending oral argument October 9, 2007, Sacramento.

Oral argument continued.

Oral argument heard December 4, 2007, San Francisco

Case ready for decision by FULL Board.

##### (3) **CASE NO. 06-1413PA**

Appeal from five percent reduction in salary for six months

**Classification:** Registered Nurse

**Department:** Department of Corrections and Rehabilitation

Petition for rehearing granted August 7, 2007.

Transcript prepared.

Oral argument heard December 4, 2007, San Francisco.

Case ready for decision by FULL Board.

**(4) CASE NO. 06-2010A**

Appeal from medical termination

**Classification:** Administrative Support Coordinator II

**Department:** California State University, Los Angeles

Proposed decision rejected May 8, 2007.

Transcript prepared.

Oral argument heard August 7, 2007, Pasadena.

Case ready for decision by FULL Board.

**(5) CASE NO. 05-1043P**

Appeal from dismissal

**Classification:** Tax Counsel, Range D

**Department:** Board of Equalization

Petition for rehearing granted June 5, 2007.

Transcript prepared.

Oral argument heard October 9, 2007, Sacramento.

Case ready for decision by FULL Board.

**(6) CASE NO. 07-003 (b)**

Appeal from Executive Officer's disapproval of contract

**Classification:** Janitorial Services

**Department:**

Petition for rehearing granted May 8, 2007.

Oral argument heard September 4, 2007, Sacramento.

Case ready for decision by FULL Board.

**(7) PSC No. 07-04**

Appeal from Executive Officer's disapproval of Personal Services Contract  
for Psychological Services

**Department:** Department of Mental Health

Oral argument heard December 4, 2007, San Francisco.

Case ready for decision by FULL Board.

**B. CASES PENDING**

**ORAL ARGUMENTS**

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

**NONE**

**C. CHIEF COUNSEL RESOLUTIONS**

**NONE**

**COURT REMANDS**

**NONE**

**STIPULATIONS**

**NONE**

**D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS**

**PROPOSED DECISIONS**

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) CASE NOS. 05-0663E & 05-0682E**  
Appeal from whistleblower retaliation & discrimination complaint  
**Classification:** Assistant Chief  
**Department:** Department of California Highway Patrol
- (2) CASE NO. 06-3553**  
Appeals from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (3) CASE NO. 06-2619**  
Appeal from rejection during probationary period  
**Classification:** Food Service Technician I  
**Department:** Department of Mental Health
- (4) CASE NO. 06-4266**  
Appeal from five percent reduction in salary for six pay periods  
**Classification:** State Fair Police Officer  
**Department:** California Exposition and State fair

- (5) **CASE NO. 07-1760 &  
CASE NO. 07-1848**  
Appeals from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (6) **CASE NO. 06-2734**  
Appeal from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (7) **CASE NO. 03-3737E**  
Appeal from denial of discrimination/retaliation complaint  
**Classification:** Apprenticeship Consultant  
**Department:** Department of Industrial Relations
- (8) **CASE NO. 06-2737**  
Appeal from dismissal  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation
- (9) **CASE NO. 05-1783**  
Appeal from dismissal  
**Classification:** Officer  
**Department:** Department of California Highway Patrol
- (10) **CASE NO. 06-4147**  
Appeal from ten working days suspension  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (11) **CASE NO.07-1066**  
Appeal from five percent reduction in salary for six months  
**Classification:** Transportation Engineer (Civil)  
**Department:** Department of Transportation
- (12) **CASE NO. 06-4207**  
Appeal from dismissal  
**Classification:** Psychiatric Technician Assistant  
**Department:** Department of Developmental Services
- (13) **CASE NO. 07-1912**  
Appeal from dismissal  
**Classification:** Physician and Surgeon (Correctional Facility)  
**Department:** Department of Corrections and Rehabilitation

**(14) CASE NO. 07-1512**

Appeal from one step reduction in salary for six months

**Classification:** Psychiatric Technician

**Department:** Department of Mental Health

**(15) CASE NO. 07-0035**

Appeal from five percent reduction in salary for six months

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING**

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

**NONE**

**PROPOSED DECISIONS AFTER BOARD REMAND**

**NONE**

**PROPOSED DECISIONS AFTER SPB ARBITRATION**

**NONE**

**E. PETITIONS FOR REHEARING**

**ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

**NONE**

**WHISTLEBLOWER NOTICE OF FINDINGS**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

**NONE**

**F. PENDING BOARD REVIEW**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

**(1) CASE NO. 07-0850A**

Appeal from non-punitive termination

**Classification:** Clinical Social Worker

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected September 24, 2007.

Transcript prepared.

Oral argument set for February 4-5, 2008, Sacramento.

**(2) CASE NO. 05-3327A**

Appeal from dismissal

**Classification:** Medical Technical Assistant

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected July 10, 2007.

Transcript prepared.

Oral argument set for February 4-5, 2008, Sacramento.

**15. NON-EVIDENTIARY CASES**

**A. WITHHOLD APPEALS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**WITHHOLD FROM CERTIFICATION**  
**CASES HEARD BY A STAFF HEARING OFFICER**

**NONE**

**WITHHOLD FROM CERTIFICATION**  
**CASES NOT HEARD BY A STAFF HEARING OFFICER**

**(1) CASE NO. 06-3102N**

**Classification:** Correctional Officer

**Department:** California Department of Corrections & Rehabilitation

**Issue:** Suitability, an arrest/conviction record.



- (2) **CASE NO. 06-3097N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections & Rehabilitation  
**Issue:** Suitability; two citations and an arrest/conviction record.
- (3) **CASE NO. 06-3130N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections & Rehabilitation  
**Issue:** Suitability; illegal drug usage.
- (4) **CASE NO. 06-3212N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections & Rehabilitation  
**Issue:** Suitability; failure to provide accurate and truthful employment information.
- (5) **CASE NO. 06-2660N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections & Rehabilitation  
**Issue:** Suitability; termination of employment within one year of the CDCR application.
- (6) **CASE NO. 06-2661N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections & Rehabilitation  
**Issue:** Suitability; failure to respond to requests for documentation.
- (7) **CASE NO. 06-1824N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections & Rehabilitation  
**Issue:** Suitability; three Driving Under the Influence convictions.
- (8) **CASE NO. 06-3143N**  
**Classification:** Youth Correctional Officer  
**Department:** California Department of Corrections & Rehabilitation  
**Issue:** Suitability; omitting pertinent employment information.
- (9) **CASE NO. 06-3087N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections & Rehabilitation  
**Issue:** Suitability; termination of employment within one year of the CDCR application.

**(10) CASE NO. 06-2542N**

**Classification:** Correctional Officer

**Department:** California Department of Corrections & Rehabilitation

**Issue:** Suitability; termination of employment within one year of the CDCR application.

**DISMISSED CASES**

NONE PRESENTED

**B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS**

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

- **CASE NO. 07-0524N**

**Classification:** Correctional Officer

**Department:** California Department of Corrections & Rehabilitation

**C. EXAMINATION APPEALS  
MINIMUM QUALIFICATIONS  
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS  
RULE 212 OUT OF CLASS APPEALS  
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

**E. REQUEST TO FILE CHARGES CASES**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

**NONE**

**PETITIONS FOR REHEARING CASES**

**NONE**

**SUBMITTED**

1. **TEACHER STATE HOSPITAL (SEVERELY), ETC.**  
Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)
2. **VOCATIONAL INSTRUCTOR (SAFETY) (VARIOUS SPECIALTIES)**  
Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)
3. **TELEVISION SPECIALIST (SAFETY)**  
The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public safety aspect of the job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)
4. **HEARING – Personal Services Contract #04-03**  
Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)
5. **HEARING**  
Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)
6. **HEARING – PROPOSED AMENDMENTS TO REGULATIONS CONCERNING PROCEDURES THAT APPLY TO COST SAVINGS PERSONAL SERVICES CONTRACTS UNDER GOVERNMENT CODE SECTION 19130(a)**  
(Hearing held July 10, 2007.)
7. **CASE NO. 05-4007EA**  
Appeal from denial of discrimination complaint. Outside contractor. Department of Transportation. (Oral argument held July 10, 2007.)
8. **CASE NO. 06-3023A.** Appeal from ten percent reduction in salary for three months. Psychiatric Technician. Department of Corrections and Rehabilitation. (Oral argument held on August 7, 2007.)

9. **CASE NO. 06-2010A.** Appeal from medical termination. Administrative Support Coordinator II. California State University, Los Angeles. (Oral argument held on August 7, 2007.)
10. **PERSONAL SERVICES CONTRACT NO. 07-02, CASE NO. 07-003(b)** Appeal in the matter of the Executive Officer's disapproval of the Janitorial Services contract entered into by the Department of Health Services. (Oral argument held September 4, 2007.)
11. **CASE NO. 07-1969** Appeal from 5 day suspension. Officer. California Highway Patrol. (Case taken under submission on October 22, 2007.)
11. **HEARING**  
Proposed establishment of the Lifeguard (Permanent Intermittent) classification, with a six month probationary period and designation of the class as sensitive for the purpose of pre-employment drug testing. (Hearing held November 5, 2007.)
13. **HEARING**  
Proposed change to the probationary period for the Registered Nurse, Correctional Facility class from six to twelve months. (Hearing held November 5, 2007.)
14. **CASE NO. 06-3014PA.** Appeal from official reprimand. Correctional Sergeant. Department of Corrections and Rehabilitation. (Oral argument held December 4, 2007.)
15. **CASE NO. 06-1413PA.** Appeal from five percent reduction in salary for six months. Registered Nurse. Department of Corrections and Rehabilitation. (Oral argument held December 4, 2007.)
16. **PSC No. 07-04.** Appeal from Executive Officer's disapproval of Personal Services Contract for Psychological Services. Department of Mental Health. (Oral argument held December 4, 2007.)

**NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

**GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

**WHEREAS**, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

**WHEREAS**, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

**WHEREAS**, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

**WHEREAS**, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

\* \* \* \* \*



1

(Cal. 12/18/07)

TO: Members  
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry A. Evans'.

Sherry A. Evans  
Director of Legislation



**STATE PERSONNEL BOARD  
NON-HEARING CALENDAR  
RE: BOARD DATE DECEMBER 18, 2007**

(Cal. 12/18/07)

**MEMO TO :** STATE PERSONNEL BOARD

**FROM :** MIKE STRAZZO, Merit Operations Division

**SUBJECT :** Non-Hearing Calendar Items for Board Action

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<p><b>CALIFORNIA STATE TEACHERS RETIREMENT SYSTEM (CALSTRS)</b>  The California State Teachers Retirement System (CalSTRS) is proposing the establishment of a new classification titled Investment Operations Director, CalSTRS, with a 12 month probationary period.</p>	201
<p><b>DEPARTMENT OF WATER RESOURCES (DWR)</b>  The Department of Water Resources (DWR) is proposing the establishment of two new classifications titled Planner/Scheduler I and II, DWR, with 12 month probationary periods and reallocation of specific existing employees.</p>	213
<p><b>PROPOSED CORRECTION TO THE ALTERNATE RANGE CRITERIA 11, RANGE 7</b>  The Department of Personnel Administration is proposing a board item to correct classification titles, which were typed incorrectly in the original board item adopted on November 20, 2007.</p>	227
<p><b>PROPOSED CORRECTION TO VARIOUS CLASSES – BARGAINING UNIT 07</b>  The Department of Personnel Administration is proposing a board item to correct classification titles, which were typed incorrectly in the original board item adopted on November 20, 2007.</p>	233

TO: STATE PERSONNEL BOARD

FROM: Cathi Page, Personnel Program Analyst  
Classification and Compensation Division

REVIEWED BY: Debra Thompsen, Personnel Program Manager I  
Classification and Compensation Division

SUBJECT: The California State Teachers Retirement System (CalSTRS)  
requests establishment of a new classification titled Investment  
Operations Director, CalSTRS, with a 12 month probationary period

#### SUMMARY OF ISSUES:

The CalSTRS is requesting a new classification be established for use in the Investment Office. This proposal establishes an appropriate civil service classification titled Investment Operations Director, CalSTRS.

Prior to the development of this proposal, CalSTRS conducted a classification study, which included a task survey, a survey of the knowledge, skills, and abilities required to perform the duties, and a knowledge and ability survey with ratings for criticality and necessity. The study involved multiple steps starting with the review of background material on the CalSTRS Investment Office operations; review of similar positions in the California Public Employees' Retirement System, as well as other major public pension funds and the private sector; and consultation with subject matter experts who also rated the relative importance of the tasks.

Currently, CalSTRS uses the Principal Investment Officer classification, which is one classification in the Investment Officer, CalPERS series. This series was revised in 2004, at which time footnote 24 was added to the Principal Investment Officer classification preventing further appointments to this classification. Since that time, CalPERS has established appropriate classifications for use within their Investment Office and CalSTRS is now seeking to do the same.

#### CONSULTED WITH:

Christopher Ailman, Chief Investment Officer, CalSTRS  
Elleen Okada, Director of Global Equities and Operations, CalSTRS  
Michelle Cunningham, Director of Fixed Income, CalSTRS  
Armando M. Hidalgo, Former Director, Human Resources, CalSTRS  
Darla Engler, Assistant Director, Human Resources, CalSTRS  
Josie Hernandez, Personnel Analyst, CalSTRS  
Christina Marquez-Lopez, Selection Manager, CalSTRS  
Karen Jansson, Interim Director, Human Resources, CalSTRS  
Daphne Baldwin, State Personnel Board

#### CLASSIFICATION CONSIDERATIONS:

Refer to the attached proposal.

RECOMMENDATIONS:

1. That the classification of Investment Operations Director, California State Teachers Retirement System be established;
2. That the proposed specification for the class as shown in this calendar be adopted;  
and
3. That the probationary period be twelve months.

## CLASSIFICATION CONSIDERATIONS

### BACKGROUND:

1. Provide some historical perspective about the organizational setting of the subject class and the needs that this request addresses.

The California State Teachers' Retirement System (CalSTRS) is the largest teachers' retirement fund, and the second largest public pension fund in the United States. CalSTRS has a total membership of approximately 776,000 members, retirees, and beneficiaries and assets of \$156 billion as of December 31, 2006. CalSTRS primary responsibility is to provide retirement related benefits and services to teachers in public schools from kindergarten through community college. CalSTRS' investments span both domestic and international markets.

The State Teachers' Retirement Board has exclusive control over the investment and administration of the Teachers' Retirement Fund. The Board makes rules, sets policies, and has the power and authority to hear and determine all facts pertaining to application for benefits under the retirement system. Proposition 162, passed in 1992, granted California public retirement systems plenary authority over investment decisions and the administration of each system to ensure prompt delivery of benefits and related services to members and beneficiaries.

Employees in the Investments Branch respond to the Board's direction and make investment decisions to fiscally support the three basic benefits provided by CalSTRS: Service Retirement, Survivor Benefits and Disability Benefits. They do so by developing and implementing investment strategies in a wide variety of portfolios across four investment categories: real estate, alternative investments, global equities, and fixed income. Investment Officers also participate in issues related to corporate governance and other areas regarding the current and potential profitability of investment portfolios, including but not limited to securities lending, currency overlay, and credit enhancement.

The Investment Branch within CalSTRS is responsible for implementation of investment strategies and procedures that will ensure the greatest economic investment return in support of the over 776,000 members. Incumbents review, analyze and make recommendations regarding investment options and priorities for a broad variety of investment categories. The investment program's goal is to efficiently and effectively manage investments to achieve the highest possible return within an acceptable level of risk.

In the past, CalSTRS and CalPERS utilized classifications within the Investment Officer, Retirement Systems series. In 1990 CalSTRS developed its own classification series and organizational structure to meet its program needs at the time and began to conduct its own investment operations work. This classification series is comprised of Investment Officer I/II/III and Supervising Investment Officer. In 2004 CalSTRS established the classification of Investment Director, a managerial classification which is now being used in place of exempt positions. Also in 2004, along with other changes to the series CalPERS revised the Investment Officer, Retirement Systems classification to add footnote 24 to the Principal Investment Officer classification to prevent further appointments to this class. The Principal Investment Officer is the only classification CalSTRS has continued to use within their organizational structure.

This proposal requests establishment of a civil service classification entitled Investment Operations Director, CalSTRS, which will replace the use of the Principal Investment Officer classification. The current position represents the only remaining position within civil service currently established/filled and with the classification being assigned footnote 24 no further appointments may be made to that class. This presents a potential workforce problem at CalSTRS should the position become vacant. The proposed classification will allow the open recruitment from viable candidate pools, including major public pension funds, and private investment firms and financial institutions.

#### **CLASSIFICATION CONSIDERATIONS:**

2. What classification does the subject class report to:

The Investment Operations Director, CalSTRS class will report to the Chief Investment Officer.

3. Will the subject class supervise? If so, what classes?

The Investment Operations Director, CalSTRS will directly supervise Investment Officer I, Investment Officer II, Investment Officer III and clerical staff.

4. What are the specific duties of the subject class?

The Investment Operations Director, CalSTRS will report to the Chief Investment Officer along with the Investment Director's who are each responsible for a major category of the CalSTRS investment portfolio (e.g., real estate, alternative investments, internal equity). In contrast to the Investment Directors, the Investment Operations Director is responsible for investment policy, strategic and operational functions that cut across the portfolio categories.

Specific duties include the analysis of securities and financial markets, industries and financial and economic conditions, providing management and allocation of the investment portfolio's cash flow and liquidity demands, and recommending and negotiating purchase, sale and exchange of securities for various State funds administered by the CalSTRS. Manage the middle and back-office financial unit and the Cash Allocation portfolio used to fund benefit payments and allocate cash to satisfy CalSTRS cash to fund investment purchases. Perform mission critical functions; and ensure the secure, accurate and timely processing of institutional stock and bond transactions, non-traditional and private equity assets, cast movement, asset transfers, portfolio integrity, risk and compliance, and technology integration.

The Investment Operations Director will provide leadership and strategic direction for the Operations' Division, supervise and train Investment Officers, provide consulting service on investment matters which may include purchase, sale and exchange of securities to various State agencies, develop workflow controls and procedures to reduce operational risk and oversee the timely and accurate movement of all funds and settlement of global securities, ensure timely resolution of errors/problems related to all investment transactions; coordinating responses to inquiries to assure items are researched,

corrected and responded to within department guidelines; and ensure all objectives, deadlines and quality control measures are met.

5. What is the decision-making responsibility of the subject class?

Within the general parameters set by the CalSTRS Board and the Chief Investment Officer, the Investment Operations Director has the following decision making responsibility:

- Manage the overall cash flow of the investment portfolio and daily seeks to optimize the use and allocation of the systems cash. (Exceeds \$1.8 billion per month)
- Determine the overall daily cash needs, identify shortfalls and recommend strategies/options for resolving the shortfalls.
- Establish and update the portfolio hierarchy. This is used to aggregate portfolios to best reflect the actual portfolio composition and accurately display the performance of each component of the portfolio as compared to the approved benchmarks. The incumbent must also track portfolio additions and deletions and direct changes to the benchmark composition as necessary.
- Participate in implementation of new investment strategies and provides front and back office expertise.
- Determine operational “best practices” when new programs are implemented.
- Serve as a member of the Investment Office senior staff; providing input on asset allocation and decisions on how new funds should be invested.
- Resolve problems with trade settlements and serves as the main liaison with CalSTRS’ custodial bank.
- Determine the information technology needs of the Investment Office and coordinate activities, when appropriate, with the custodial bank, external service vendors and CalSTRS’ Enterprise Information Technology Branch.
- Determine staffing needs taking into consideration the activities of the overall portfolio. Recruit and hire personnel and provide training as necessary.

6. What would be the consequence of error if incumbents in the subject class did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

The consequence of error for the proposed Investment Operations Director could lead to a broad range of problems, including inadequate or uncoordinated investment policies, unresolved discrepancies between investment actions and established investment objectives and policies, failures to properly settle investment transactions, or inadequate strategies for pursuing investment initiatives involving more than one major asset class. There could be shortcomings in providing administrative, information technology, and

legal support to the Investment Office, and failure to recognize and appropriately respond to legislative and other external issues.

Inappropriate judgment or performance failures could result in a substantial loss of funds which could be in excess of \$100 million in any given day. This would represent a significant negative impact on the ability for CalSTRS to continue to fund its programs and provide for its members. Poorly executed investment policies and practices could cause embarrassment and discredit to the department and the State, as well as weaken the department's abilities to leverage financial opportunities within the investment community. The ultimate result could be an increase in employer contribution rates or decrease or loss of funding for hundreds of thousands of members and beneficiaries of CalSTRS.

7. What are the analytical requirements expected of incumbents in the subject class?

The Investment Operations Director must know, understand, and be able to respond to changing investment principles and practices; understand various investment types, as well as the markets and procedures for making purchases and sales; analyze and assess market trends, economic trends, business practices and business organizations; accounting, statistical, and mathematical analysis of investments, and computer applications used in investment analysis and modeling.

The Investment Operations Director must be able to gather and analyze a variety of investment, financial and statistical data and reach sound conclusions on the value and suitability of investments; apply a variety of investment analysis techniques including quantitative methodologies; understand financial statements; compile, organize, interpret and present written reports; understand portfolio construction and management, investment styles and strategies, and legal and regulatory provisions as they impact investment programs and transactions.

8. What are the purpose, type and level of contacts incumbents in the subject class make?

The Investment Operations Director will have ongoing internal contact with peers and executives in their area of investment function, legal staff, Board members, executive staff and others involved in the investment decision-making processes. Such contact will ensure data collected and presented is correct and applicable, training received and provided is understood and can be incorporated into daily activities, and that recommendations meet legal and procedural requirements. External contacts include consultants, brokers and dealers, contract investment managers and their staff, media, and others interested and involved in the CalSTRS investment program to provide information, oversight, evaluative feedback, and build strong business relationships to enhance the investment opportunities for all CalSTRS investment programs.

The Investment Operations Director will work with technology consultants and the business areas to define new solutions for the Investment Branch, lead business and root-cause analysis, and have an active role in managing the designing the project specifications and management of the project. Participate in cross-functional business planning to ensure the organization is operating in alignment with the overall business strategy and the department is leveraging resources and supporting other business



units. Represent the Division in internal or external meetings and communicate any decisions or action items that resulted from the meetings.

#### **NEED FOR NEW CLASS:**

9. What existing classes were considered and why were they not appropriate?

The Career Executive Assignment (CEA) was considered; however, there are limitations of recruiting only within civil service, legislative or exempt candidates. There are very few civil service members who have the depth and breadth of investment experience to fill this position and, due to the increasing sophistication and complexity of the CalSTRS investment programs, CalSTRS needs the ability to recruit from other viable candidate pools such as major public pension funds, private investment firms, and multi-billion dollar asset management financial institutions.

Prior to the development of this proposal, CalSTRS conducted a job analysis which included a knowledge and ability survey with ratings for criticality and necessity and, a task survey. Included in this analysis was the review of other CalSTRS and California Public Employees Retirement System (CalPERS) classifications to determine if they could accommodate the Investment Operations Director, CalSTRS. None of the classes used by other State agencies are suitable, since these other agencies do not administer large, highly diversified investment portfolios.

CalSTRS is currently utilizing the Principal Investment Officer classification. This classification was in the Investment Officer, Retirement Systems series (CalPERS) which was abolished in 2004. As CalPERS has established and is utilizing its own classification series, CalSTRS desires to better define the tasks performed within its own investment program needs.

#### **MINIMUM QUALIFICATIONS:**

10. What are the proposed or current minimum qualifications of the subject class, and why they are appropriate (include inside and outside experience patterns).

The following education is required when non-State service is used to qualify:

Education: Equivalent to graduation from college, preferably with specialization in economics, finance, accounting, or business administration.

Either I

Experience: One year of experience in California state service performing duties comparable to those of an Investment Officer III, California State Teachers' Retirement System.

Or II

Experience: Two years of experience in the California state service performing duties comparable to those of an Investment Officer II, California State Teachers' Retirement System.

Or III

Experience: Five years of broad and extensive responsible investment management experience for a large financial institution or government agency, at least three years of which shall have included responsibility for continuing supervision and review of an extensive investment program and purchase and sale of corporate securities.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

The proposed minimum qualifications are supported by the following:

- They are in the direct promotional path for the Investment Operations Director and are appropriately cited as qualifying experience.
- The outside education and experience requirement will provide a candidate pool of well qualified applicants with a variety of pertinent investment-related skills.
- They are generally parallel the current minimum qualifications for the senior-level investment officer classes at CalPERS and CalSTRS.
- They are consistent with minimum qualifications for similar classifications in other public agencies.

#### **PROBATIONARY PERIOD:**

11. If a probationary period is other than six months is proposed, what is the rationale?

As the bargaining designation of the proposed classification is “managerial” based upon its decision-making authorities and recitation in SB 269, the appropriate probationary period is 12 months.

#### **STATUS CONSIDERATIONS:**

12. What is the impact on current incumbents?

There will be no impact upon the status of current civil service incumbents related to the establishment of the new classification proposed in this Board Item.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

The current civil service employees will be required to participate in an examination process prior to being eligible for appointment to the proposed Investment Operations Director, CalSTRS classification.

**CONSULTED WITH:**

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Christopher Ailman, Chief Investment Officer, CalSTRS  
Elleen Okada, Director of Global Equities and Operations, CalSTRS  
Michelle Cunningham, Director of Fixed Income, CalSTRS  
Armando M. Hidalgo, Former Director, Human Resources, CalSTRS  
Darla Engler, Assistant Director, Human Resources, CalSTRS  
Josie Hernandez, Personnel Analyst, CalSTRS  
Christina Marquez-Lopez, Selection Manager, CalSTRS  
Karen Jansson, Interim Director, Human Resources, CalSTRS

**CALIFORNIA STATE PERSONNEL BOARD****SPECIFICATION**

Schematic Code: JV16  
Class Code: 4699  
Established:  
Revised: --  
Title Changed: --

INVESTMENT OPERATIONS DIRECTOR,  
CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM  
(Established \_\_\_\_\_)

DEFINITION

Under the direction of the Chief Investment Officer, California State Teachers' Retirement System, the Investment Operations Director is responsible for planning and formulating recommendation for the overall investment policy and strategy. The incumbent in this classification is responsible for the overall management of the middle and back office functions, including cash management, portfolio reporting and performance, and the development and implementation of investment strategies and policies.

TYPICAL TASKS

The incumbent in this classification is accountable for: analysis of securities and financial markets, industries, and financial and economic conditions, providing management and allocation of the investment portfolio's cash flow and liquidity demands, and recommending and negotiating purchase, sale, and exchange of securities for various State funds administered by the California State Teachers Retirement System (CalSTRS); supervising and training Investment Officers; providing consulting service on investment matters which may include purchase, sale, and exchange of securities to various State agencies.

The incumbent provides leadership and management direction to the Investments Operations internal staff, external advisors, and consultants. As a member of the Investment Office Senior Staff, the incumbent is responsible for managing a middle and back-office financial unit of CalSTRS investment portfolio, which includes contacts with CalSTRS' custodians and information technology support for the Investment Branch; developing workflow, controls, and procedures to reduce operational risk and oversee the timely accurate movement of all funds and settlement of global securities; managing Cash Allocation portfolio used to fund benefit payments and allocate cash for investment purchase commitments; analyzing and evaluating financial, legal, economic, market and technology data, laws,

policies, business plans, and rules to assess impact and plan for positive change; performing mission-critical functions; ensuring secure, accurate, and timely processing of institutional U.S. and non-U.S. stock and bond transactions, nontraditional transactions in private equity and real estate assets, cash movement, and asset transfers; and responsibility for maintaining portfolio integrity through risk and compliance, and technology integration.

#### MINIMUM QUALIFICATIONS

The following education is required when non-State service is used to qualify:

Education: Equivalent to graduation from college, with major work in economics, finance, accounting, business administration, or a closely related field.

and  
Either I

Experience: One year of experience in the California state service performing duties comparable to those of an Investment Officer III, California State Teachers' Retirement System.

Or II

Experience: Two years of experience in the California state service performing duties comparable to those of an Investment Officer II, California State Teachers' Retirement System.

Or III

Experience: Five years of broad and extensive responsible investment management experience for a large financial institution or government agency, at least three years of which shall have included responsibility for continuing supervision and review of an extensive investment program and purchase and sale of corporate securities.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required general experience.)

#### KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of institutional investments; research techniques; statistical principles and procedures; securities clearing operations; investment practices, rules, and regulations; market conditions; rules and regulations of the Securities Exchange Commission; various kinds of securities and industry standards; laws governing the administration of public pension funds; changes in or new methods of trading; a variety of automated tools and systems; account reconciliation and settlement; corporate governance issues and best practices; financial and accounting principles and practices, including the reporting of financial data; investment merit of domestic and international securities; indexed portfolios and their relative value; purchase and sales practices of a large public agency

or private institution; principles and practices of portfolio management and construction of investment policy; methods used to calculate performance evaluations, the CFA Institute General Investment Performance Standards (GIPS), and attributions for assigned portfolios; domestic and international markets; off balance sheet programs; policies and procedures for current applicability as well as implementing changes for future requirements; strategic planning, leadership techniques, and coordination of people and resources; CalSTRS' laws impacting investment policy, procedures, and requirements; international, global, and emerging market practices and policies; monitoring techniques for adherence to fiduciary and prudence guidelines and restrictions; computer applications used in investment management operations; principles and practices of effective supervision; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Perform evaluation of securities; evaluate data and situations and make sound conclusions; compile, organize, and interpret written and numeric information; interact with public and private sector entities to carry out investment activities of a public pension fund; establish and maintain cooperative relationships with those contacted in the work; evaluate situations and take effective action; communicate effectively with individuals across a broad spectrum of disciplines and promote cross-functional collaboration efforts; work independently, multitask, meet strict deadlines, and adapt to a changing environment; appear before various committees and boards; participate in the development of tactical and strategic portfolio allocation guidelines; plan and direct the work of subordinate staff while promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment; perform various investment management and internal administrative functions on behalf of the Investment Director; and act as the Investment Director in his/her absence.

#### SPECIAL REQUIREMENTS

Ability to qualify for a Surety or Fidelity Bond.

#### SPECIAL PERSONAL CHARACTERISTICS

Act in a professional manner and demonstrate a high degree of integrity, honesty, and ethical behavior; demonstrate openness and trust; establish and build rapport by modeling values-based behaviors; exhibit strong interpersonal and mentoring skills; promote teamwork and cross-functional collaboration and communication in support of CalSTRS strategic goals; and promote a high-performance culture where employees are encouraged and enabled to perform to their highest potential.

TO: STATE PERSONNEL BOARD

FROM: Phyllis Moore  
Personnel Programs Analyst  
Department of Personnel Administration

REVIEWED BY: Debra Thompsen  
Personnel Program Manager  
Department of Personnel Administration

Josie Fernandez  
Personnel Program Manager  
Department of Personnel Administration

SUBJECT: Proposed establishment of a series specification entitled  
Planner/Scheduler, Department of Water Resources, which will  
consist of Planner/Scheduler I, Department of Water Resources and  
Planner/Scheduler II, Department of Water Resources, each class  
with a 12 month probationary period and reallocation of specific  
existing incumbents

SUMMARY OF ISSUES:

The Department of Water Resources proposes to establish two new classes to perform the development, oversight and monitoring duties related to the planned maintenance and repair of equipment and facilities needed to support the movement of water and creation of electric power throughout the State Water Project. Incumbents in these classes will be responsible for both short- and long-term development of repair, maintenance and refurbishment plans and oversee the implementation of such plans, ensuring that all budgetary aspects, labor, materials, contractors, customers and any other participants are informed and available for the maintenance activities at the appropriate time, and that the least disruption of service delivery to Water Contractors is attained.

CONSULTED WITH:

Jennifer Dong, Human Resources, Department of Water Resources  
Dave Starks, Chief, Utility Operations, Department of Water Resources  
Dave Duval, Chief, Field Division, Department of Water Resources  
Alison Raymer, Retired Annuitant, Department of Water Resources  
Debra True, Labor Relations Officer, Department of Personnel Administration  
Alfonso Ramirez Jr., Personnel Consultant, State Personnel Board

The Department of Personnel Administration has provided a courtesy notice of this proposal to the California Association of Managers and Supervisors and the Association of California State Supervisors.

## CLASSIFICATION CONSIDERATIONS:

Please see the attached documents.

## RECOMMENDATIONS:

It is recommended:

That the following classes be established; the proposed Planner/Scheduler, Department of Water Resources, series specification, including specifications for the classes as shown in the current calendar be adopted; and the probationary period be as specified below:

<u>Class</u>	<u>Probationary Period</u>
Planner/Scheduler I, Department of Water Resources	12 months
Planner/Scheduler II, Department of Water Resources	12 months

## RESOLUTION:

That the following resolution be adopted:

WHEREAS the majority of the State Water Project infrastructure within the Department of Water Resources is over 30 years old; and

WHEREAS the State Water Project is the single largest power consumer and fourth largest power producer in California; and

WHEREAS the California energy crisis in 2001 and the expiration of the Department's longstanding contracts for energy in 2004 resulted in the Department of Water Resources assuming the new function of energy trading, including exposure to the market volatility; and

WHEREAS the cost of operating and maintaining the State Water Project is borne by 29 State Water Contractors within California; and

WHEREAS the Department of Water Resources, since 2000, has been implementing major business process changes within its Division of Operations and Maintenance to redirect its program emphasis from construction of the State Water Project to the maintenance and repair of existing facilities in recognition of the age of the existing infrastructure and the impact of the financial risk of the energy market; and

WHEREAS an integral component of implementing business process change is the incorporation of best industry practice including a planning and scheduling function that encompasses both short- and long-term maintenance, repair and refurbishment of



existing facilities from a total State Water Project perspective that is proven to attain greater efficiency while minimizing cost to the State Water Contractors; and

WHEREAS the Department of Water Resources has been attempting, since approximately 2002, in conjunction with the appropriate State control agencies, to formally implement a planning/scheduling function within the Division of Operations and Maintenance by establishing two classifications essential to the function but due to a variety of circumstances beyond the State's control, had been heretofore unsuccessful in getting the classifications established; and

WHEREAS the department responded to its increasingly urgent need for division-wide planning and scheduling of the repair, maintenance and refurbishment of its State Water Project facilities by informally implementing in each of its five Field Divisions a planning/scheduling team consisting of a lead planner/scheduler, an assistant planner/scheduler, and a multi-disciplinary team representing all of the disciplines within the field division, utilizing existing staff resources in a variety of classifications; and

WHEREAS employees in the Department of Water Resources, Division of Operations and Maintenance have been informally performing the duties of the new classes are currently classified in a variety of civil service classifications that are not necessarily transferable to the new classifications; and

WHEREAS the State Personnel Board on December 18, 2007 established the Planner/Scheduler I and II classes; and

WHEREAS the Department of Water Resources certifies that these incumbents have been successfully performing the equivalent of the Planner/Scheduler I and II duties informally for at least two years, thereby proving their possession of the knowledge, skills and abilities necessary for the appropriate class; and

WHEREAS these incumbents currently meet the minimum qualifications and have proven their merit for appointment to the new classifications because they have been successfully performing the duties of the Planner/Scheduler I or Planner/Scheduler II; Therefore, be it

RESOLVED, That as a matter of equity, persons currently holding such positions within the Department of Water Resources, Division of Operations and Maintenance, in the Field Division as identified by the Department of Personnel Administration as performing the duties of Planner/Scheduler I or Planner/Scheduler II shall be reallocated to the appropriate class and hereby granted civil service status in that class without further examination; and be it further

RESOLVED, That the probationary period for these employees be waived.

## B. CLASSIFICATION CONSIDERATIONS

### BACKGROUND:

1. Provide some historical perspective about the organizational setting of this subject classes and the needs that this request addresses.

The first government records discussing the movement of water over the Tehachapi Mountains from Northern to Southern California date back to 1919. In 1933, a \$170 million dollar bond was passed to allow initial construction of the State Water Project (SWP). Unfortunately, the nationwide depression at that time prevented the implementation of the construction of any facilities which came under the bond act. Many studies relative to water movement and water needs continued to be conducted in the period after World War II. However, it wasn't until 1960 that the Burns/Porter Act (aka California Water Resources Development Bond Act) was placed on the ballot and received voter approval. The first official construction began on the State Water Project in 1961; however, initial facilities which later became part of the State Water Project were initiated in 1957 at Oroville. The Edmonston Pumping Plant which lifts water 2000 feet up and over the Tehachapi Mountains, as was discussed in 1919, was begun in 1965 and completed in 1971.

In 1983, the Department of Water Resources (DWR) became a bulk power producing agency; eventually becoming the fifth largest utility in California and the twelfth largest in the United States. By 2001, \$5.2 billion had been spent to construct all of the present SWP facilities. The SWP is the largest state-built, multi-purpose water project in the United States. It was designed and built to deliver water, control floods, generate power, provide recreational opportunities and enhance habitats for fish and wildlife. Approximately 23 million of California's 36 million residents benefit from water that is controlled and delivered by the SWP. The SWP irrigates about 750,000 acres of farmland and includes 28 dams and reservoirs, 26 pumping and generating plants and approximately 660 miles of aqueducts.

As the SWP facilities age, program emphasis has moved from construction to maintenance and repair of existing facilities. To ensure that the SWP is prepared to provide quality maintenance and repair of its civil features, in 2000, the Department proposed to develop and implement a plan whereby it would concentrate on establishing processes, implementing automated systems, developing file and retrieval mechanisms, and putting into place the protocols necessary to plan, schedule and monitor all repair and replacement efforts throughout all facilities associated with the SWP.

The Barrington-Wellesley Group was hired by the DWR to access and review focused maintenance management best practices. This process identified best practices in the areas of maintenance organization and maintenance planning and scheduling; with a particular focus on the use of the planner scheduler and

multi-skilled craftsperson functions. This review included interviews of top utilities with significant hydroelectric generation similar to DWR. Based on the results of this review, program managers agree that traditional boundaries need to be changed and critical business necessities mandate re-engineering of the SWP operations and maintenance strategy as staffing resources diminish and water deliveries and power generation become increasingly more valuable.

#### CLASSIFICATION CONSIDERATIONS:

##### 2. What classifications do the subject classes report to?

Incumbents in the Planner/Scheduler I class will report directly to incumbents in the Planner/Scheduler II class. Incumbents at the higher level will report to Chief, Field Division positions within each geographic area or to a Supervising Engineer, Water Resources in centralized operations.

##### 3. Will the subject classes supervise? If so, what classes?

It is proposed that both classes be established as supervisors. Incumbents at the Planner/Scheduler II level will exercise direct supervision over incumbents at the Planner/Scheduler I level; while those at the I level will supervise a rotating staff of incumbents in a variety of subordinate Trades and Crafts classes.

##### 4. What are the specific duties of the subject classes?

Planner/Scheduler I incumbents will provide daily supervision over a variety of subordinate Trades and Crafts classes that will be assigned on a rotational basis, for a period of approximately two years. The Planner/Scheduler I will oversee the implementation of maintenance activities and assist a Planner/ Scheduler II in prioritizing and implementing maintenance schedules that consider water demands, regulatory compliance, power scheduling, staffing limitations, contracting timetables, purchase lead times and other issues related to the efficient utilization of resources. In a centralized operations setting, incumbents will coordinate with field teams to ensure statewide conformance and implementation of active and long range maintenance plans.

The Planner/Scheduler II will supervise and coordinate the activities within a field division by planning and prioritizing maintenance, repair and refurbishment of civil features on both short- and long-term bases. Incumbents ensure that plants, budgets, staffing, equipment and contractual needs are coordinated to maintain established schedules and that expected targets for the percentage of maintenance activities are met. In a centralized operation, incumbents supervise staff that coordinate and monitor statewide projects on a statewide basis.

##### 5. What is the decision-making responsibility of the subject classes?

Planner/Scheduler I incumbents have full supervisory authorities over a rotating staff of Trades and Crafts subordinates. In addition to the administrative aspects

aligned with supervision of subordinate staff, incumbents prioritize and monitor maintenance work in progress; update the Maintenance Priority List and Capital Investment Program; coordinate planned outages with operations planners, water contractors, DWR engineers, and other maintenance personnel, and have the authority to adjust schedules to best utilize staff and resources.

Planner/Scheduler II incumbents supervise subordinate staff and emphasize the planning aspects of the jobs. They ensure that maintenance plans are of sufficient scope to address all aspects of a repair or refurbishment project; utilize the Maintenance Priority List to direct capital investments; conduct long term energy, physical risk, value of increased reliability and other long-term planning issues and perform other related duties.

6. What would be the consequence of error if incumbents in the subject classes did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

The consequence of error is high for both classes within the proposed class series. Inadequate planning or oversight of maintenance projects could directly impact the delivery of water and creation of hydroelectric power throughout the State. The most damaging consequence of error for both of the proposed classes would be the inability of the SWP to provide water to its contracting agencies; thus, negatively impacting nearly 23 million California citizens and potentially 750,000 acres of agricultural farm land. Further, interruption of water flow could have negative impact upon fish or other endangered species, Delta water salinity, and other environmental factors. Political and public outcry from such a disruption in water delivery could be so particularly damaging that DWR might lose control and ownership of the SWP.

7. What are the analytical requirements expected of incumbents in the subject classes?

Incumbents at both levels must possess knowledge of hydroelectric plant operations and maintenance requirements and procedures; maintenance requirements of canals, pipelines and water conveyance features; economic analysis, business case development and forecasting techniques; long term planning; safety standards and various governmental permit processes; a variety of budgeting procedures and processes, as well as knowledge and understanding of a variety of automated systems utilized for the planning and implementation of maintenance and repair projects.

At the Planner/Scheduler II level, incumbents must analyze long term energy needs and costs, physical risks, value of increased reliability and other issues impacting long-term planning. Incumbents must also know and apply economic analysis of maintenance activities as they related to long term (5-10 years hence) maintenance activities and projects which include energy, physical risk and value of increased reliability noted above.

8. What are the purpose, type and level of contact incumbents in the subject classes make?

Incumbents at both levels have ongoing interaction with DWR Trades and Crafts personnel, Field Division Chiefs, centralized operations staff, DWR engineering staff, Water Contractors, vendors and outside contractors, Bureau of Reclamation staff, and other governmental agencies, such as Fish and Game, Boating and Waterways and the Coast Guard. All contacts are to ensure that implementation of maintenance projects are planned and scheduled for maximum efficiency and cost savings.

#### NEED FOR NEW CLASS:

9. What existing classes were considered and why were they not appropriate?

Presently, incumbents in a variety of classes, including Hydroelectric Plant Mechanic and Electrical Supervisors, Supervising Hydroelectric Utility Engineers, Utility Craftworker Supervisors, Utility Craftworker Superintendents, Hydroelectric Plant Operations Superintendents, Senior Hydroelectric Plant Engineers, Hydroelectric Plant Mechanics II and Hydroelectric Plant Engineers (Specialist), are performing some of the tasks proposed for assignment to the Planner/Scheduler classes. In these classes, planning and scheduling tasks focus on the specific discipline of the class, and is an incidental function incorporated into the general supervision and management of an organizational unit or branch, including coordination with the new Planners/Schedulers. A review of the existing classes in which incumbents are performing some of the proposed duties indicates that none of the classes possess a class concept which specializes in planning and scheduling for maintenance and repair of hydroelectric facilities. The new classes will be dedicated to planning and scheduling both short-term (one week) and long-term (5 years and beyond) repair, maintenance and refurbishment projects for an entire field division, involving all disciplines within the field division and, as appropriate, across field divisions. Incumbents in the proposed classes will be reliant, in part, on the input from incumbents in the existing classes representing all the specific disciplines within a field division. A dedicated planning and scheduling function as proposed contains a unique set of tasks and requires more focused knowledge and abilities than are provided within existing classes. Therefore, no existing class was considered appropriate for revision to include the specified tasks of the Planner/Scheduler function.

#### MINIMUM QUALIFICATIONS:

10. What are the proposed or current minimum qualifications of the subject classes, and why are they appropriate?

The proposed Minimum Qualifications for the Planner/Scheduler I are: Five years of experience in the operation and/or maintenance of large (at least 25,000 hp) hydroelectric generating or pumping plants or related civil features, with at least two years of this experience performing planning and scheduling activities

in a multi-disciplinary team environment, and equivalent to completion of the twelfth grade.

The proposed Minimum Qualifications for the Planner/Scheduler II are: either two years of experience in the California State service performing the duties of a Planner/Scheduler I; or seven years of experience in the operation and/or maintenance of large (at least 25,000 hp) hydroelectric generating or pumping plants or related civil features, with at least two years of experience in a multi-disciplinary team performing planning and scheduling activities, and three years of experience supervising trades and craft personnel, and equivalent to completion of the twelfth grade.

The stated qualifications are appropriate as they draw from both an internal and external candidate pool which will provide the most qualified competitors to perform the functions of the jobs. Experience within State service provides additional upward mobility opportunity for those currently working in Trades or Crafts classes within DWR.

#### PROBATIONARY PERIOD:

11. If a probationary period other than six months is proposed, what is the rationale?

It is proposed that both classes be assigned 12-month probationary periods as is typical of supervisory classifications.

#### STATUS CONSIDERATIONS:

12. What is the impact on current incumbents?

There is no negative impact upon current employees. No new budgetary positions will be created and no increase in the number of supervisory or management positions will be created based upon the establishment of the new classes.

13. Will current employees move by examination, transfer, reallocation, split-off, etc?

DWR has been developing this new function to coordinate the planning and scheduling of major and routine repair, maintenance and construction for the SWP resulting from aging facilities, and the recognized need to maximize efficiency while minimizing cost and risk to the State Water Contractors by integrating industry best practice into its business processes. DWR has been attempting to formalize the function through the establishment of these classes for several years, but due to a variety of circumstances beyond the State's control, the process has not been timely. As a result and due to increasingly urgent program needs, DWR has been informally implementing the planning/scheduling function as proposed for some time, utilizing incumbents in a variety of classes, some of which are transferable and some of which are not. Consequently, it is proposed that those employees currently performing the

planning/scheduling function be moved to the appropriate new class by an SPB Equity Resolution, as they have been successfully performing the duties and should not be penalized for circumstances beyond their control by having to participate in an examination.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Marie M. Powell, Cooperative Personnel Services

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

PLANNER/SCHEDULER, DEPARTMENT OF WATER RESOURCES  
 Series Specification  
 (Established \_\_\_\_\_)

### SCOPE

This consolidated series specification describes the work performed by Planner/Scheduler incumbents assigned to the State Water Project within the Department of Water Resources. Incumbents in these classes perform a broad range of planning and coordinative work that is related to the maintenance, repair, and refurbishment of the features of all State Water Project facilities. This work is to ensure the operational availability and reliability of pumping and generating plants to assure State Water Contractor deliveries and regulatory compliance. Incumbents supervise the planning, organizing, and scheduling of routine and major maintenance and construction activities at hydroelectric generating and pumping plants and facilities, including aqueducts, reservoirs, canals, pipelines, dams, spillways, check sites, roadways, tunnels, and other such civil features, taking into consideration water and power demands and other maintenance planning functions, to meet the needs of the State Water Contractors.

<u>Schem</u>	<u>Class</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>
PL63	6434	Planner/Scheduler I, Department of Water Resources
PL62	6435	Planner/Scheduler II, Department of Water Resources

### DEFINITION OF SERIES

Incumbents supervise, prioritize and coordinate the activities of a multi-disciplinary team of subordinates to plan and schedule both short- and long-term maintenance, repair, and refurbishment projects of State Water Project plants, equipment and related civil features, incorporating both unanticipated or emergency repair, as well as planned maintenance or refurbishment, utilizing a variety of technology tools and factors such as plant condition assessment, capital outlay, operational availability, reliability, safety, regulatory requirements, customer needs, and cost of maintenance activities and procedures as they relate to long-term energy, physical risk, value of increased reliability, and other long-term planning issues, to assure the timely and safe completion of projects so program objectives are met; provide new and refresher training in SAP Plant Maintenance modules for all users; and perform other related duties.

### FACTORS AFFECTING POSITION ALLOCATION



Scope of responsibility, breadth and complexity of work assigned, independence of action, supervisory responsibility, impact of decisions made, and consequence of error are all factors applied to position allocation determinations.

#### DEFINITION OF LEVELS

##### PLANNER/SCHEDULER I, DEPARTMENT OF WATER RESOURCES

Under direction, incumbents in this class supervise and coordinate the activities of a multi-disciplinary trades and crafts team which plans and schedules maintenance activities that are related to the repair and refurbishment of State Water Project facilities. Incumbents have authority in the interest of management to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline employees, as well as the responsibility to direct employees, adjust employee grievances, or effectively recommend such action. Incumbents assist a Planner/Scheduler II in prioritizing maintenance activities and in the implementation of maintenance schedules that take into consideration water demands, regulatory compliance, power scheduling, staffing limitations, contracting timetables, purchasing lead times, and other issues related to the efficient utilization of resources.

##### PLANNER/SCHEDULER II, DEPARTMENT OF WATER RESOURCES

This is the second supervisory level of the class series. Under the general direction of the Field Division Chief, the Planner/Scheduler II supervises and coordinates the activities of a multi-disciplinary trades and craft planning and scheduling team directly supervised by a Planner/Scheduler I, and prioritizes and coordinates these activities on both short- and long-term bases taking into consideration the establishment of the maintenance schedule, water demands, regulatory compliance, power scheduling, staffing limitations, contracting timetables, purchasing lead times, and other needs for the efficient utilization of resources. Incumbents ensure the proper development of long-range plans and ensure that budgets, staffing, equipment, and contractual needs are coordinated to maintain established schedules and that expected baseline targets for the percentage of total maintenance activities are met. Incumbents conduct economic analysis of maintenance activities and procedures as they relate to long-term energy, physical risk, value of increased reliability, and other long-term planning issues. Incumbents have the authority in the interest of management to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline employees, as well as the responsibility to direct employees, adjust employee grievances, or effectively recommend such action.

#### MINIMUM QUALIFICATIONS

## PLANNER/SCHEDULER I, DEPARTMENT OF WATER RESOURCES

Experience: Five years of experience in the operation and/or maintenance of large (at least 25,000 hp) hydroelectric generating or pumping plants or related civil features, with at least two years of this experience performing planning and scheduling activities in a multi-disciplinary team environment. Examples of planning and scheduling activities include, but are not limited to: assessing, prioritizing and monitoring all facility maintenance work in progress and monitoring preventive maintenance program plans; documenting all operational needs for the maintenance and repair of the facility's civil features; reviewing station logs, trouble calls, work requests, condition assessment documentation, maintenance schedules and documented operational needs and adjusting plans and schedules as necessary; reviewing and monitoring ten week, one-year, five-year, and ten-year maintenance plans; leading daily Planner/Scheduler meetings to coordinate crafts and service sections on active projects; coordinating planned outages with operations, engineering and maintenance personnel and customers, adjusting schedules to best utilize staff and resources; ensuring that maintenance plans include sufficient scope to address documented equipment common mode failures, reliability issues and trouble call analysis; communicating with operations planners to coordinate outage requests and schedules with sister facilities and/or other utilities; developing maintenance schedule project timelines, materials lists, job plans and scopes, safety plans and outage requests, as well as materials and job component lists for refurbishing major equipment and facilities to ensure everything needed for a project is available and on-site when needed; creating equipment outage schedules identifying equipment unavailability times and durations.

and

Education: Equivalent to completion of the twelfth grade.  
(Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of four years.)

## PLANNER/SCHEDULER II, DEPARTMENT OF WATER RESOURCES

Either I

Two years of experience in the California State service performing the duties of a Planner/Scheduler I, Department of Water Resources.

Or II

Experience: Seven years of experience in the operation and/or maintenance of large (at least 25,000 hp) hydroelectric generating or pumping plants or related civil features, with at least two years of experience performing planning and scheduling activities in a multi-disciplinary team environment, and three years of experience supervising trades and craft personnel. Examples of planning and scheduling activities include, but are not limited to: assessing, prioritizing, and monitoring all facility maintenance work in progress and monitoring preventive maintenance program plans; documenting all operational needs for the maintenance and repair of the facility's civil features; reviewing station logs, trouble calls, work requests,

condition assessment documentation, maintenance schedules, documented operational needs, and adjusting plans and schedules as necessary; reviewing and monitoring ten-week, one-year, five-year, and ten-year maintenance plans; leading daily Planner/Scheduler meetings to coordinate crafts and service sections on active projects; coordinating planned outages with operations, engineering, and maintenance personnel and customers, adjusting schedules to best utilize staff and resources; ensuring that maintenance plans include sufficient scope to address documented equipment common mode failures, reliability issues and trouble call analysis; communicating with operations planners to coordinate outage requests and schedules with sister facilities and/or other utilities; developing maintenance schedule project timelines, materials lists, job plans and scopes, safety plans, and outage requests, as well as materials and job component lists for refurbishing major equipment and facilities to ensure everything needed for a project is available and on-site when needed; creating equipment outage schedules; and identifying equipment unavailability times and durations. and

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of four years.)

#### KNOWLEDGE AND ABILITIES

##### BOTH LEVELS:

Knowledge of: Hydroelectric plant operations and maintenance requirements and procedures; pumping and generating schedules and the maintenance requirements of canals, pipelines, and water conveyance features; methods, materials, tools, and work practices used in the installation, repair, and testing relative to hydroelectric generators, pumps, and auxiliary equipment; multi-disciplinary job classifications utilized for project completion and the capabilities of each discipline to the overall operation and critical facilities management of the State Water Project; economic analysis, business case development, and forecasting techniques as they relate to maintenance activities and procedures for long term ( 5 - 10 years hence) program needs; specialized project programs (i.e., major refurbishment, major replacement, and/or capitol improvements); Cal-OSHA safety standards, California and Federal Environmental Standards, and Department of the Interior and Corps of Engineers permit processes; the State's processes and procedures for requisitioning materials; State and Department of Water Resources, State Water Project, Field Division budgetary procedures and processes; various maintenance-related automated systems such as Supervisory Control and Data Acquisition (SCADA) and Computerized Maintenance Management Information Systems (CMMIS); State contracting procedures and processes; and knowledge of a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: To handle multiple projects and effectively assign priorities; effectively communicate with a multi-disciplinary workforce; be assertive, yet maintain good working relationships with those contacted in the course of the work; organize people and tasks and effectively delegate assignments; lead, train, coach, and mentor a multi-disciplinary workforce of subordinates; plan, lead, organize, control, establish expectations, and monitor staff for effective program completion; develop time lines, work scope, purchase materials, schedule work, assign tasks, and monitor and document project activities; analyze situations and develop an effective course of action; deal with multiple equipment outages occurring at the same time; independently respond quickly and effectively to emergency situations; analyze operational, financial, and maintenance trends; read, interpret, and supply information from files, drawings, schematics, reports, and Manufacturer's Equipment Indices; analyze operational, financial, and maintenance trends on both a short- and long-term basis; determine equipment problems and develop appropriate solutions quickly and effectively; prepare and present effective written proposals; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### PLANNER/SCHEDULER II, DEPARTMENT OF WATER RESOURCES

Knowledge of: In addition to the above, economic analysis of maintenance activities and procedures as they relate to long-term (5 - 10 years hence) projects, including energy, physical risk, and value of increased reliability.

#### ADDITIONAL DESIRABLE QUALIFICATIONS

##### BOTH LEVELS:

Willingness to work irregular hours and schedules during emergencies; possession of a valid California Class C driver license; and well developed interpersonal skills with the ability to gain the confidence of others.

ccd/sks

TO: STATE PERSONNEL BOARD

FROM: Debra Thompsen, Personnel Program Manager  
Department of Personnel Administration

Nicole Holtzman, Personnel Program Analyst  
Department of Personnel Administration

REVIEWED BY: Josie Fernandez, Program Manager  
Department of Personnel Administration

SUBJECT: Proposed correction to the Alternate Range Criteria 11, Range 7 board item

#### SUMMARY OF ISSUE:

The California Department of Corrections and Rehabilitation (CDCR) is requesting to amend the Alternate Range Criteria 11, Range 7 board item to correct classification titles, which were typed in error in the original board item on November 20, 2007.

#### BACKGROUND:

The 5-member Board adopted the Alternate Range Criteria 11, Range 7 non-hearing item at its November 20, 2007 board meeting. It was recently determined that there were clerical errors within the original board item, thus CDCR is requesting to amend the board item.

The CDCR requests that the following recommendations and resolution be adopted at its December 18, 2007 board meeting. The corrected errors are noted in bold.

#### RECOMMENDATIONS:

That the following resolution be adopted:

#### RECOMMENDATIONS:

##### ALTERNATE RANGE CRITERIA 11

Revised: 01/01/94

Amended: 04/18/06, Pay Letter 06-36

When an employee who possesses the required teaching credential enters State service in one of the teaching classes, he/she shall be appointed to the first rate of the appropriate range in terms of the following criteria:

NOTE: These criteria are not minimum qualifications. The minimum qualifications, including the credential required, are contained in the class specifications. These criteria are to be used only for determining appointment salary or hiring rate based on academic preparation required, or in addition to that necessary to obtain the appropriate credential. The minimum qualifications as set forth in the specification determine eligibility for the class or position.

**RANGES**

A, J, T, and 1

**ACADEMIC**

Academic preparation totaling less than a bachelor's degree

B, K, U, and 2

Possession of a bachelor's degree.

**RANGES**C, L, V,  
and 3**ACADEMIC**

Possession of a bachelor's degree plus 12 upper division or graduate units which were not counted toward the degree.

**VOCATIONAL**

Three years' experience with graduation from high school.

D, M, W,  
and 4

Possession of a bachelor's degree plus 24 upper division or graduate units which were not counted toward the degree.

Three years of journeyman experience with graduation from high school.

**11.0.4 SECTION 11 ALTERNATE RANGE CRITERIA**

Prior teaching experience shall not affect the entrance rate under these criteria. No initial appointment shall be made above Range D, M, W, or 4. The provisions of Government Code Section 19836 may be applied for hiring above minimum in Range A, B, C, D, J, K, L, M, T, U, V, W, 1, 2, 3, or 4.

**9-12 PAY OPTION**

When a full-time employee with permanent or probationary status in a civil service position requiring teacher certification qualifications and performance of teaching duties elects to be employed and paid under the provisions of the 9-12 Pay Plan:

Regular monthly salary times 9 divided by 12 equals 9-12 Pay Plan gross monthly installment.

**10-12 PAY OPTION**

When a full-time employee with permanent or probationary status in a civil service position requiring teacher certification qualifications and performance of teaching duties elects to be employed and paid under the provisions of the 10-12 Pay Plan:

Regular monthly salary times 10 divided by 12 equals 10-12 Pay Plan gross monthly installment.

**11-12 PAY OPTION**

When a full-time employee with permanent or probationary status in a civil service position requiring teacher certification qualifications and performance of teaching duties elects to be employed and paid under the provisions of the 11-12 Pay Plan:

Regular monthly salary times 11 divided by 12 equals 11-12 Pay Plan gross monthly installment.

**INCENTIVE INCREASES**

When a teacher receiving less than Range F under the regular pay plan or less than Range P under the 10-12 Pay Plan, or less than Range Y under the 9-12 Pay Plan, or less than Range 6 under the 11-12 Pay Plan, completes at least six units in college level courses approved by his/her department and taken after appointment, he/she shall be entitled to an increase under the provisions of DPA Rule 599.681. Such an advance shall be known as an "incentive increase." No employee shall receive more than one incentive increase in any calendar year.

**~~DIVISION OF JUVENILE JUSTICE (DJJ)/CALIFORNIA EDUCATION AUTHORITY SALARY SCHEDULE~~****California Department of Corrections and Rehabilitation Educational and Vocational Programs Salary Schedule**

Range 7

This range shall apply to incumbents employed at as Teachers, Vocational Instructors, Specialists, School Psychologist or credentialed/in good standing Reentry Program Instructor at the a Division of Juvenile Justice high school within the California Department of Corrections and Rehabilitation only. Employees shall be compensated in accordance with the academic calendar schedule established by California Department of Corrections and Rehabilitation Education and Vocational Programs the California Education Authority. See Section 8. Variable Compensation for the established rates for the respective location the incumbent is employed high school.

All employees hired in the DJJ program prior to April 1, 2006 will be initially placed into the salary schedule, based upon current salary and qualifications, and will move in range upon completion of 12 credits/units. Future advancement through the ranges on the salary schedule shall be based upon earning 12 units for each future range advancement, through Range E.

Employees shall be placed on the salary schedule first, by education above the Bachelors Degree, or for career-technical teachers, the equivalent of a Bachelors Degree (High School Diploma plus seven (7) years of college work and in trade work experience) and second, by years of full-time credentialed teaching experience.

For new employees hired in the California Department of Corrections and Rehabilitation Educational and Vocational Programs, outside qualifying experience in a full time credentialed teaching position can be used to place the employee into the salary schedule up to a maximum of Step 10.

Acceptable credits will be limited to new semester (or equivalent quarter) credits earned in an accredited college or university, including credits for continuing education courses, if taken from an accredited college or university. In addition, vocational education teachers shall receive one (1) unit of semester credit for each forty-five (45) hours worked in industry in a position directly related to the teacher's vocational education instructional area. College credits, continuing education credits and any work credits from industry for vocational education teachers will be directly related to the employee's position and not be a repetition of previously acquired credits or work experience.

Continuing education units required for current professional license/certification and/or continuing education units or work experience directly related to course curriculum and/or professional development, that are offered by approved providers may be accepted for salary advancement with prior approval from an immediate supervisor.

For the purpose of salary advancement, employees may also receive both professional growth and salary advancement as long as there has been prior approval for such an action from an immediate supervisor or program director as follows:

\* Credits used for salary advancement shall be directly related to the field of instruction of the teacher or specialist seeking credit.

\* In lieu credit may be granted for engaging in projects and/or California Department of Corrections and Rehabilitation Educational and Vocational Programs ~~California Education Authority~~ approved workshops regarding the improvement of instruction and curriculum within the teacher's school or community at the rate of fifteen hours equal one credit.

\* \*No more than three (3) credits will be granted in one academic calendar year.

1. That the class of Reentry Program Instructor, California Department of Corrections, be amended with Footnote 21.

2. That employees at OCE in the classes of Vocational Instructor (various) Range 1 through Y of the ARC 11 be appointed to the appropriate rate in Range 7.
3. That eligible employees at OCE in the class of Reentry Program Instructor, California Department of Corrections, in Range A through L be appointed to the appropriate rate in Range 7.

#### RESOLUTIONS:

Effective 08/01/2007 the following resolution is adopted by the State Personnel Board.

Whereas the State Personnel Board on November 20, 2007 amended the Alternate Range Criteria 11, Range 7 to include the teachers, vocational instructors, and incumbents that credentialed/in good standing in the class of Reentry Program Instructor, California Department of Corrections, at the California Department of Corrections and Rehabilitation Office of Correctional Education indicated below in Column I.

Whereas the knowledge, skills, and abilities...

Whereas footnote 21 is needed for the class of Reentry Program Instructor, California Department of Corrections to designate...; Therefore be it

Resolved, That any person with civil service status in the California Department of Corrections and Rehabilitation and employed as a Teacher, Vocational Instructor, Specialist, School Psychologist or credentialed/in good standing Reentry Program Instructor in the Adult Educational and Vocational Program (commonly known as OCE) on 08/01/2007 be reallocated effective 08/01/2007 to, and hereby granted, the same civil service status in the appropriate range within Alternate Range Criteria 11 as indicated below in column II.

Column I	Column II
TEACHER (ELEMENTARY-MULTIPLE SUBJECTS) (CORRECTIONAL FACILITY)	TEACHER (ELEMENTARY-MULTIPLE SUBJECTS) (CORRECTIONAL FACILITY) Range 7
TEACHER (HIGH SCHOOL-GENERAL EDUCATION) (CORRECTIONAL FACILITY)	TEACHER (HIGH SCHOOL-GENERAL EDUCATION) (CORRECTIONAL FACILITY) Range 7
TEACHER (HIGH SCHOOL-PHYSICAL EDUCATION) (CORRECTIONAL FACILITY)	TEACHER (HIGH SCHOOL-PHYSICAL EDUCATION) (CORRECTIONAL FACILITY) Range 7
TEACHER (EMOTIONALLY/LEARNING HANDICAPPED) (CORRECTIONAL FACILITY)	TEACHER (EMOTIONALLY/LEARNING HANDICAPPED) (CORRECTIONAL FACILITY) Range 7
SUBSTITUTE ACADEMIC TEACHER (CORRECTIONAL FACILITY)	SUBSTITUTE ACADEMIC TEACHER (CORRECTIONAL FACILITY) Range 7
VOCATIONAL INSTRUCTOR-AUTO BODY AND FENDER REPAIR--CORRECTIONAL FACILITY	VOCATIONAL INSTRUCTOR-AUTO BODY AND FENDER REPAIR--CORRECTIONAL FACILITY Range 7
VOCATIONAL INSTRUCTOR-AUTO MECHANICS— CORRECTIONAL FACILITY	VOCATIONAL INSTRUCTOR-AUTO MECHANICS— CORRECTIONAL FACILITY Range 7
VOCATIONAL INSTRUCTOR-CARPENTRY—	VOCATIONAL INSTRUCTOR-CARPENTRY—



CORRECTIONAL FACILITY

VOCATIONAL INSTRUCTOR-  
COSMETOLOGY—

CORRECTIONAL FACILITY

VOCATIONAL INSTRUCTOR-DRY  
CLEANING WORK—

CORRECTIONAL FACILITY

VOCATIONAL INSTRUCTOR-ELECTRICAL  
WORK—

CORRECTIONAL FACILITY

VOCATIONAL INSTRUCTOR-  
ELECTRONICS—

CORRECTIONAL FACILITY

VOCATIONAL INSTRUCTOR-HOUSEHOLD  
APPLIANCE

REPAIR--CORRECTIONAL FACILITY

VOCATIONAL INSTRUCTOR-JANITORIAL  
SERVICES—

CORRECTIONAL FACILITY

**VOCATIONAL INSTRUCTOR-LANDSCAPE  
GARDENING-CORRECTIONAL FACILITY**

VOCATIONAL INSTRUCTOR-MACHINE  
SHOP

PRACTICES (CORRECTIONAL FACILITY)

VOCATIONAL INSTRUCTOR-MASONRY—  
CORRECTIONAL

FACILITY

VOCATIONAL INSTRUCTOR-MILL AND  
CABINET WORK

(CORRECTIONAL FACILITY)

VOCATIONAL INSTRUCTOR-PAINTING—  
CORRECTIONAL

FACILITY

VOCATIONAL INSTRUCTOR-PLUMBING—  
CORRECTIONAL

FACILITY

VOCATIONAL INSTRUCTOR-

REFRIGERATION AND AIR

CONDITIONING REPAIR—CORRECTIONAL  
FACILITY

VOCATIONAL INSTRUCTOR-SHEET METAL  
WORK—

CORRECTIONAL FACILITY

VOCATIONAL INSTRUCTOR-(OFFICE  
MACHINE REPAIR)

(CORRECTIONAL FACILITY)

VOCATIONAL INSTRUCTOR-WELDING  
(CORRECTIONAL FACILITY)

VOCATIONAL INSTRUCTOR-EYEWEAR  
MANUFACTURING—

CORRECTIONAL FACILITY

CORRECTIONAL FACILITY Range 7

VOCATIONAL INSTRUCTOR-  
COSMETOLOGY—

CORRECTIONAL FACILITY Range 7

VOCATIONAL INSTRUCTOR-DRY CLEANING  
WORK—

CORRECTIONAL FACILITY Range 7

VOCATIONAL INSTRUCTOR-ELECTRICAL  
WORK—

CORRECTIONAL FACILITY Range 7

VOCATIONAL INSTRUCTOR-  
ELECTRONICS—

CORRECTIONAL FACILITY Range 7

VOCATIONAL INSTRUCTOR-HOUSEHOLD  
APPLIANCE

REPAIR--CORRECTIONAL FACILITY Range 7

VOCATIONAL INSTRUCTOR-JANITORIAL  
SERVICES—

CORRECTIONAL FACILITY Range 7

**VOCATIONAL INSTRUCTOR-LANDSCAPE  
GARDENING-CORRECTIONAL FACILITY  
Range 7**

VOCATIONAL INSTRUCTOR-MACHINE SHOP  
PRACTICES (CORRECTIONAL FACILITY)

Range 7

VOCATIONAL INSTRUCTOR-MASONRY—  
CORRECTIONAL FACILITY Range 7

VOCATIONAL INSTRUCTOR-MILL AND  
CABINET WORK

(CORRECTIONAL FACILITY) Range 7

VOCATIONAL INSTRUCTOR-PAINTING—  
CORRECTIONAL

FACILITY Range 7

VOCATIONAL INSTRUCTOR-PLUMBING—  
CORRECTIONAL

FACILITY Range 7

VOCATIONAL INSTRUCTOR-

REFRIGERATION AND AIR

CONDITIONING REPAIR—CORRECTIONAL  
FACILITY Range 7

VOCATIONAL INSTRUCTOR-SHEET METAL  
WORK—

CORRECTIONAL FACILITY Range 7

VOCATIONAL INSTRUCTOR-(OFFICE  
MACHINE REPAIR)

(CORRECTIONAL FACILITY) Range 7

VOCATIONAL INSTRUCTOR-WELDING  
(CORRECTIONAL FACILITY) Range 7

VOCATIONAL INSTRUCTOR-EYEWEAR  
MANUFACTURING—

CORRECTIONAL FACILITY Range 7

**VOCATIONAL INSTRUCTOR-(OFFICE SERVICES AND RELATED TECHNOLOGIES) (CORRECTIONAL FACILITY)**  
 VOCATIONAL INSTRUCTOR-(ROOFER) (CORRECTIONAL FACILITY)  
 VOCATIONAL INSTRUCTOR-(SMALL ENGINE REPAIR) (CORRECTIONAL FACILITY)  
 VOCATIONAL INSTRUCTOR-(PRINTING GRAPHIC ARTS) (CORRECTIONAL FACILITY)  
 VOCATIONAL INSTRUCTOR-(BUILDING MAINTENANCE) (CORRECTIONAL FACILITY)  
 VOCATIONAL INSTRUCTOR-(DRYWALL INSTALLER/TAPER) (CORRECTIONAL FACILITY)  
 VOCATIONAL INSTRUCTOR-MACHINE SHOP- AUTOMOTIVE (CORRECTIONAL FACILITY)  
 RE-ENTRY PROGRAM INSTRUCTOR-CALIFORNIA  
 DEPARTMENT OF CORRECTIONS  
**VOCATIONAL INSTRUCTOR-(COMPUTER AND RELATED TECHNOLOGIES) (CORRECTIONAL FACILITY)**

**VOCATIONAL INSTRUCTOR-(OFFICE SERVICES AND RELATED TECHNOLOGIES) (CORRECTIONAL FACILITY) Range 7**  
 VOCATIONAL INSTRUCTOR-(ROOFER) (CORRECTIONAL FACILITY) Range 7  
 VOCATIONAL INSTRUCTOR-(SMALL ENGINE REPAIR) (CORRECTIONAL FACILITY) Range 7  
 VOCATIONAL INSTRUCTOR-(PRINTING GRAPHIC ARTS) (CORRECTIONAL FACILITY) Range 7  
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 VOCATIONAL INSTRUCTOR-MACHINE SHOP-AUTOMOTIVE (CORRECTIONAL FACILITY) Range 7  
 RE-ENTRY PROGRAM INSTRUCTOR-CALIFORNIA  
 DEPARTMENT OF CORRECTIONS Range 7  
**VOCATIONAL INSTRUCTOR-(COMPUTER AND RELATED TECHNOLOGIES) (CORRECTIONAL FACILITY) Range 7**

TO: STATE PERSONNEL BOARD

FROM: Barbara J. Hudson, Staff Personnel Program Analyst  
Department of Personnel Administration

REVIEWED BY: Margie Imai, Program Manager  
Department of Personnel Administration

SUBJECT: Proposed correction to the Various Classes – Bargaining Unit 7 board item

#### SUMMARY OF ISSUES:

The Department of Personnel Administration (DPA) is requesting to amend the Various Classes – Bargaining Unit 7 board item to correct classification titles, which were typed incorrectly in the original board item on November 20, 2007.

#### BACKGROUND:

The 5-member Board adopted the Various Classifications – Bargaining Unit 7 Board Item at its November 20, 2007 board meeting. It was recently determined that there were clerical errors within the original item, thus DPA is requesting to amend the board item.

The DPA requests that the following recommendations and resolutions be adopted at its December 18, 2007, board meeting. The corrected errors are noted in bold.

#### RECOMMENDATIONS:

That the following resolutions be adopted:

1. That the following classes be established; the proposed specifications for the classes appearing in the series specifications shown in this calendar be adopted; and the probationary period for each class be twelve months.

<u>Class Title</u>	<u>Series Specification</u>
Assistant Bureau Chief, Division of Law Enforcement, Department of Justice DOJ (Non-Peace Officer)	Bureau Administration, Division of Law Enforcement, Department of Justice
District Representative I, Division of Codes and Standards (Non-Peace Officer)	District Representative and Codes and Standards Administrator
Enforcement Representative II, Contractors State License Board (Non-Peace Officer)	Enforcement Representative, Contractors State License Board

2. That the class of District Representative II, Division of Codes and Standards (Non-Peace Officer) be established; the proposed specification appearing in the District Representative and Codes and Standards Administrator series specification shown in the current calendar be adopted and the probationary period for the class be six months.
3. That the class of Investigator Assistant (Non-Peace Officer) be established; the proposed specification appearing in the proposed Investigator Assistant series specification shown in the current calendar be adopted and the probationary period for the class be twelve months.
4. That the class of Supervising Special Investigator I (Non-Peace Officer) be established; the proposed specification appearing in the proposed Supervising Special Investigator I series specification shown in the current calendar be adopted and the probationary period for the class be twelve months.
5. That the class of Supervising Special Investigator II (Non-Peace Officer) be established; the proposed specification appearing in the proposed Supervising Special Investigator II series specification shown in the current calendar be adopted and the probationary period for the class be twelve months.
6. That the class of Senior Special Investigator (Non-Peace Officer) be established; the proposed specification appearing in the proposed Senior Special Investigator series specification shown in the current calendar be adopted and the probationary period for the class be six months.
7. That the deep class of Enforcement Representative I, Contractors State License Board (Non-Peace Officer) be established; the proposed specification for the class appearing in the Enforcement Representative, Contractors State License Board series specification shown in the current calendar be adopted and the probationary period for the class be twelve months.
8. That Alternate Range Criteria 195 for the new deep class of Enforcement Representative I, Contractors State License Board (Non-Peace Officer) be amended and applied as follows:

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in the type and quality to that of Enforcement Representative I, Contractors State License Board or Enforcement Representative I, Contractors State License Board (Non-Peace Officer).

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed:

1. One year of service in Range A, and are consistently performing at a satisfactory level as determined by the appointing power. or
2. Have completed four years of experience in one or a combination of the following:

- a. A government agency or private firm which has provided skills in investigation or complaint resolution work. or
- b. Employment in a building construction trade.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of Department of Personnel Administration Rule 599.674(b).

- 9. That the deep class of Special Investigator I (Non-Peace Officer) be established; the proposed specification for the class appearing in the proposed Special Investigator I series specification shown in the current calendar be adopted and the probationary period for the class be twelve months.
- 10. That Alternate Range Criteria 156 for the new deep class of Special Investigator I (Non-Peace Officer) be applied without modification.
- 11. That the titles of the following classes are changed as indicated; and the proposed revised specifications for these classes as shown in the current calendar be adopted:

<u>From</u>	<u>To</u>
Codes and Standards Administrator I	Codes and Standards Administrator I (Non-Peace Officer)
Codes and Standards Administrator II	Codes and Standards Administrator II (Non-Peace Officer)
Codes and Standards Administrator III	Codes and Standards Administrator III (Non-Peace Officer)
Enforcement Supervisor I, Contractors State License Board	Enforcement Supervisor I, Contractors State License Board (Non-Peace Officer)
Enforcement Supervisor II, Contractors State License Board	Enforcement Supervisor II, Contractors State License Board (Non-Peace Officer)

#### RESOLUTIONS:

Effective November 30, 2007, the following resolutions are adopted by the State Personnel Board.

- a. WHEREAS, the State Personnel Board on November 20, 2007 established the classes as indicated in Column II; and the duties and responsibilities of the corresponding classes were substantially included in the previously existing classes as indicated in Column I; and

WHEREAS, DPA needed a mechanism to identify and separate each group to implement compensation adjustments authorized by Bargaining Unit 07 negotiations; and

WHEREAS, DPA received no opposition from Bargaining Unit 07, and DPA met with all departments involved and all departments are in agreement with this proposal; and

WHEREAS, the knowledge and abilities required for the classes in Column II were substantially tested for in the examinations held for the classes listed in Column I: Therefore be it

RESOLVED, that any person with civil service status in the classes indicated in Column I on November 30, 2007 shall be reallocated based on the duties the individual is performing on that date to the appropriate class indicated in Column II to eliminate dual concepts and are hereby granted the same civil service status in that class without further examination; and be it further

RESOLVED, that any existing employment lists other than reemployment lists established for the classes indicated in Column I, shall be used to certify to fill vacancies in the classes indicated in Column II, as directed by the Executive Officer of the State Personnel Board until such lists are abolished, exhausted, or superseded by lists for the classes indicated in Column II, and for any persons on existing reemployment lists for classes in Column I, shall also be placed on reemployment lists for the classes in Column II until expiration of their eligibility on reemployment lists for classes in Column I.

Column I

Assistant Bureau Chief, Division of  
Law Enforcement, Department of  
Justice

District Representative I, Division of  
Codes and Standards

District Representative II, Division of  
Codes and Standards

**Enforcement Representative I,  
Contractors State License Board,  
Range A**

**Enforcement Representative I,  
Contractors State License Board,  
Range B**

**Enforcement Representative II,  
Contractors State License Board**

Column II

Assistant Bureau Chief, Division of  
Law Enforcement, Department of  
Justice (Non-Peace Officer)

District Representative I, Division of  
Codes and Standards (Non-Peace  
Officer)

District Representative II, Division of  
Codes and Standards (Non-Peace  
Officer)

**Enforcement Representative I,  
Contractors State License Board  
(Non-Peace Officer), Range A**

**Enforcement Representative I,  
Contractors State License Board  
(Non-Peace Officer), Range B**

**Enforcement Representative II,  
Contractors State License Board  
(Non-Peace Officer)**

Investigator Assistant	Investigator Assistant (Non-Peace Officer)
Special Investigator I, Range A	Special Investigator I (Non-Peace Officer), Range A
Special Investigator I, Range B	Special Investigator I (Non-Peace Officer), Range B
Senior Special Investigator	Senior Special Investigator (Non-Peace Officer)
Supervising Special Investigator I	Supervising Special Investigator I (Non-Peace Officer)
Supervising Special Investigator II	Supervising Special Investigator II (Non-Peace Officer)

b. WHEREAS, Title 2, California Code of Regulation, Section 431 states “Unless otherwise provided by resolution of the board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons”, and

WHEREAS, alternate ranges within the new class of **Enforcement Representative I, Contractors State License Board (Non-Peace Officer)**, are being established parallel to the existing classes of **Enforcement Representative I, Contractors State License Board, Range A** and **Enforcement Representative I, Contractors State License Board, Range B**; and

WHEREAS, placement in each alternate range of the class of **Enforcement Representative I, Contractors State License Board (Non-Peace Officer)**, represents recognition of a higher level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the class of **Enforcement Representative I, Contractors State License Board (Non-Peace Officer)** or comparable or higher level classes; and

WHEREAS, as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed, as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion or satisfying the alternate range criteria: Therefore be it

RESOLVED, that salary Ranges A and B for the class of **Enforcement Representative I, Contractors State License Board (Non-Peace Officer)**, may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of **Enforcement Representative I, Contractors State License Board (Non-Peace Officer)** and other classes; and be it further

RESOLVED, that for the class of **Enforcement Representative I, Contractors State License Board (Non-Peace Officer)**, the maximum currently authorized for Range B of the class shall be the salary range used to make salary comparisons for mandatory actions.

c. WHEREAS, Title 2, California Code of Regulation, Section 431 states "Unless otherwise provided by resolution of the board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons", and

WHEREAS, alternate ranges within the new class of Special Investigator I (Non-Peace Officer), are being established parallel to the existing classes of Special Investigator I, Range A and Special Investigator I, Range B, and

WHEREAS, placement in each alternate range of the class of Special Investigator I (Non-Peace Officer), represents recognition of a higher level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the class of Special Investigator I (Non-Peace Officer) or comparable or higher level classes; and

WHEREAS, as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed, as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion or satisfying the alternate range criteria: Therefore be it

RESOLVED, that salary Ranges A and B for the class of Special Investigator I (Non-Peace Officer), may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of Special Investigator I (Non-Peace Officer), and other classes; and be it further

RESOLVED, that for the class of Special Investigator I (Non-Peace Officer) the maximum currently authorized for Range B of the class shall be the salary range used to make salary comparisons for mandatory actions.



(Cal. 12/18/07)

**MEMO TO** : STATE PERSONNEL BOARD  
**FROM** : MIKE STRAZZO, Merit Operations Division  
**SUBJECT** : Staff Calendar Items for Board Information

**Page**

**NONE PRESENTED**